



DOT Employee Newsletter December 2000

**Written by Jack Welch
CEO General Electric**

Managers,

What can you personally do to improve the work environment at least things within your control? Try these four tips...

1. Take Interest. *Learn about individual employees and what drives them. What do they care about most? What do they enjoy? What inspires them? Understanding employees' preferences will enable you to create a work environment in which they thrive.*

2. Validate employees. *Show people that you're interested in them. They need to know that their thoughts, ideas and concerns matter.*

3. Seek employee feedback. *To offer the best incentives, use employees' input. You may not be able to meet everyone's needs at all times, but your sincere efforts will be appreciated and result in high morale and productivity.*

4. Thank you goes a long way. *Rewarding good work not only leaves people feeling appreciated, it serves as a powerful motivator for performance.*

Quality Step Increase (QSI)

A QSI is an increase in an employee's rate of basic pay from one step/rate of a grade to the next higher step/rate of that grade. The QSI must be based on sustained high quality performance for at least three months, and may be granted only once within any 52 consecutive weeks.

- The recommendation must be supported by the employee's most recent appraisal, or when the appraisal is more than 60 days old, by a supplemental justification statement.
- A QSI can only be granted when the most recent performance appraisal supports the conclusion that overall performance substantially exceeds an acceptable level of competence, and performance of all critical job elements have been at least satisfactory [or pass for a pass/fail system].
- A QSI may be granted only if the employee is expected to remain at least 60 days in the same or a similar position at the same grade level in which performance is expected to continue at the same level of effectiveness.

Mentoring Program

The mentoring system database has been down for several months due to security concerns. It's up and running again and mentors have been asked to update their information. Check out the site at <http://mentor.dot.gov/>

It All Comes Back to You

The DOT Combined Federal Campaign runs until 12/15. If you need more information on how to contribute to your favorite charitable organization, please contact your CFC Keyworker/Coordinator.

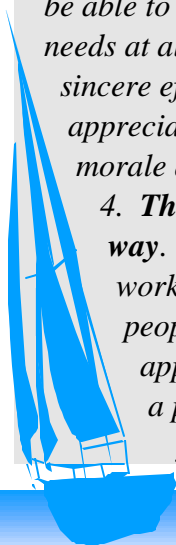
2001 Social Security Changes

- ➔ The maximum earnings taxable will increase from \$76,200 to \$80,400.
- ➔ The amount of earnings necessary to obtain a quarter of coverage will increase from \$780 to \$830.



No one on their deathbed wished they had spent more time at the office.

Steven Covey



Please notify the center in advance if you need special accommodations for the programs below.



Career Connections Workshops

Stress Management -- 12/14
Time Management -- 12/20

Workshops will be held in PL-402. Space is limited. Call x69392 [TTY 67630] for the times and to register.



Worklife Programs

[Call x66389 or TTY 67630]

- Budgeting for Couples II -- 12/4, 12:00 - 1:00 PM, PL-402
- Holiday WorkLife Wellness Fair -- 12/14, 11:30 - 2:00 PM, DOT Eatery

On-the Spot Award

- This special achievement award was designed to recognize employees as quickly as possible after the act or service warranting an award.
- A supervisor or manager may grant no more than two on-the-spot awards per year at the maximum amount of \$250 each to any employee for an act or service.
- If a supervisor or manager grants an award of less than \$250, the employee receiving the award may receive as many on-the-spot awards during the year as it takes to reach a cumulative total of \$500 during the year.
- A minimum justification will be needed to grant an on-the-spot award.

Check with your servicing human resources office for procedures.



Maintaining Your Employability

- Keep track of your accomplishments.
- Add value to yourself and your organization.
- Ask for acknowledgements in writing.
- Keep your resume current.
- Stay current in your field or areas of interest.
- Hone your best skills.
- Network. Mingle.
- Develop a positive attitude.
- Don't "burn any bridges."

Prohibited Personnel Practices

Adapted from Section 2301(b) of title 5 U.S.C.

1. Illegally discriminate for or against any employee/applicant.
2. Solicit or consider improper employment recommendations.
3. Coerce an employee's political activity.
4. Obstruct a person's right to compete for employment.
5. Influence any person to withdraw from competition for a position.
6. Give unauthorized preference or improper advantage.
7. Employ or promote a relative.
8. Retaliate against a whistleblower, whether an employee or applicant.
9. Retaliate against employees or applicants for filing an appeal.
10. Unlawfully discriminate for off duty conduct.
11. Violate any law, rule, or regulation which implements or directly concerns the merit principles.
12. Knowingly violate veterans' preference requirements.

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